

**Board of Directors
Minutes**

Regular Meeting

November 17, 2009

Pursuant to the proper public notice, a regular meeting of the Board of Directors of Klamath County Fire District No. 1 was held at The Center for Occupational Health, 2621 Crosby Ave., Klamath Falls, OR 97603

Members Present: Gloria Storey, President via video conference
Alan Scott, Vice President
Rod Green, Secretary-Treasurer
Rich Schuster, Director via phone

Members Absent: Mike Harrigan, Director

1. Call Meeting to Order

Vice President Scott called the meeting to order at 7:00PM.

2. Pledge of Allegiance

Vice President Scott led the Board and attendees in the Pledge of Allegiance.

3. Approval of the Agenda

Attorney Hedlund added 192.660 (2) (h) to Executive Session. A motion to approve the amended agenda was made by President Storey, seconded by Secretary-Treasurer Green, carried unanimously.

4. Public Comment

There were no public comments.

5. Financial Reports

a. October 2009 Report

Phil Hull presented the October 2009 financial reports. Currently, 34% of the fiscal year has passed. Revenue is at 10.9%, but this is because the November taxes have not come in yet. Expenses are at 32.7%. President Storey asked about Operations OT & VACATION. She asked how much of the \$443,056.44 was overtime and how much was vacation. Phil reported that \$414,466.99 was overtime and \$28,589.45 was for vacation.

Phil then continued through the financials. The Suppression line items, Training Personal Services, and Ambulance Fund, that currently show zeros, are left over from the last fiscal year. These will be removed from the next financial report. The Prevention Division is at 33.9% expended, Administration is at 25.7%, Training is at 21.4%, and Hazardous Materials is at 17.7%. After the discussion, President Storey made a motion to accept the financial reports for October 2009, seconded by Secretary-Treasurer Green, carried unanimously.

b. Update on the Audit

Phil reported that the audit engagement letter and contract for the current year being audited have been executed and now it is a matter of scheduling. The audit is on track to be completed.

6. Action Items

At this time, the Board is now acting as Contract Review Board and will take up the matters of:

- a. Approval of License Agreement with Gateway EDI, LLC for processing electronic healthcare claims**

Tonja Bailey reviewed the License Agreement with Gateway EDI, LLC for processing electronic healthcare claims. She indicated that there is an initial fee of \$100 to set up the District with the program. Tonja estimated the number of claims that would be processed each month at 400. This would come to \$156 a month for their services. This number can be adjusted at any time. In addition, the District would need to spend \$2,000 to purchase the modules for the billing software. Tonja reported that by using a clearinghouse, claims will be processed much faster since the claims have already been reviewed.

President Storey had some questions on the language in the contract. Attorney Hedlund has received the contract, but has not had time to review it. President Storey made a motion to approve the License Agreement with Gateway EDI, LLC for processing electronic healthcare claims on the condition that legal council does not find any problems in the contract, seconded by Secretary-Treasurer Green, carried unanimously.

At this time, the Board is no longer acting as the Contract Review Board and the next item on the agenda is:

b. Approval of the October 20th Regular Meeting Minutes

President Storey made a motion to approve the minutes, seconded by Secretary-Treasurer Green, carried unanimously.

c. Ratification of October 2009 Bills

President Storey commented on the \$10 charge for paying the credit card bill over the phone. Phil replied that it was too late to mail the payment without a much larger late fee. President Storey would like Phil to call the credit card company and see if they would waive this fee. Director Schuster commented that there seemed to be some large charges for local meals. Phil commented that one of these charges was for the Chaplain's Retiree luncheon and the other was for the Open House. A motion was made for ratification of the October 2009 bills by President Storey, seconded by Secretary-Treasurer Green, carried unanimously.

7. Informational Reports

Administration

a. Update on the A.R.R.A. Fire Station Construction Grant

Chief Wenzel reported that the District still has not heard anything about the awarding of the A.R.R.A. Grant. We continue to meet with the architects to move forward with the plans for the new station. Vice President Scott asked if we knew of any other departments in the state going for this same grant. Chief Wenzel reported that he is not sure who all applied, but Newberg Fire Department has received an award early this year.

b. Report on the FF Benefit Fund/Foundation

Chief Wenzel reported that he will be holding a meeting in the next couple of weeks to discuss this item. He has made contact with other agencies that have these types of funds and foundations.

c. December Chief Officers and Duty Chiefs schedules

The Board reviewed the December Chief Officer and Duty Chief schedules.

d. Thank you letters

The Board was presented with the thank you letters received by the District over the past month.

e. November Fire Chief's Community Activity Memo

Chief Wenzel presented his monthly report. President Storey asked how the OFDDA/OFCA Conference was. Chief Wenzel commented that it was very good and very relevant. President Storey

also asked about the meeting with Ty Beaver. Chief Wenzel replied that this was a follow up to previous stories he has done about the budget. This meeting also included Chief Spradley, Chief Kenworthy, Chief Keady and Phil Hull.

f. Other reports of the Fire Chief

Chief Wenzel had no other reports.

Operations

a. Incident Activity through October 31, 2009

Chief Spradley reported that the District is currently 6% lower in calls than the same time last year. This is a trend across the nation this year.

b. November Operations Chief Community Activity Memo

Chief Spradley reported that the HazMat Team will be participating in a large drill over the next couple of days.

Training/Ambulance

a. November Training Calendar

The Board reviewed the November training calendar.

b. October Training Statistics

Chief Spradley reviewed the training statistics for the month of October. The District is seeing a spike in training hours due to the new hires going out on line.

c. November Training Chief Community Activity Memo

The Board was presented with the Training Chief's activity report.

d. EMS Billing Reports

Chief Spradley reported that one of the billing clerks is still out on medical leave. The District has brought on another temporary employee.

Prevention

a. November Fire Marshal Community Activity Memo

Chief Kenworthy presented his report to the Board. President Storey commented that Chief Kenworthy has been participating in the H1N1 incident. Chief Kenworthy replied that this incident has helped him to use the skills he has learned in Incident Command training. Vice President Scott commented that there was a large article in the newspaper regarding H1N1.

President Storey asked about the Seismic Rehab Grant that the District applied for. Chief Kenworthy reported that the state has \$7.5 million statewide for seismic upgrades to fire and police stations. The District hired ZCS Engineering for a fee not to exceed \$5,000 to do a quick assessment survey to determine the potential of a building collapse in the event of another earthquake. The District has applied for a \$1.2 million grant. Director Schuster asked if Station 6 is the only one with this issue. Chief Kenworthy reported that none of the other stations would have qualified for the grant, with the exception of a few minor upgrades to Station 4.

8. Adjourn

The Board adjourned at 7:58PM.

9. Executive Session: *Under section 192.660 (2) (d) to conduct deliberations with the persons designated by the governing body to carry on labor negotiations, 192.660 (2) (e) to deliberate with persons designated by the governing body to negotiate real property transactions, and*

192.660 (2) (h) consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed. The Board of Directors will not reconvene to regular session.

The next regularly scheduled meeting of the Klamath County Fire District No. 1 Board of Directors will be at The Center for Occupational Health, 2621 Crosby Ave., on Tuesday, December 15, 2009 at 7:00 PM.

BOARD MEMBERS SIGNATURES

PRESIDENT

VICE-PRESIDENT

SECRETARY / TREASURER

DIRECTOR

DIRECTOR